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## Respected Board of Directors,

I wanted to take this opportunity to thank you for your confidence in me all those years I have been employed by you. After serious consideration and multiple years of hard work in this organization, I would like to request for a raise. Since the company’s grading policy allows raises only to employees that move up the ranks, I, therefore, request for an advancement.   
I know that you feel opposed to my getting an advancement, but I intend to fully back up my claim, as I am confident that my skills and qualifications are more than sufficient for the requested advanced job position as a Senior Network System Administrator.   
Of course, I am more than grateful for the opportunity to work with you; however, my performance within the working environment has been beneficial to the company in more aspects than one throughout the years, which allows me to ask for a better job position at a higher level in this company. Based on the feedback I have received from my supervisors concerning my performance, I am certain that you will feel the same about the significance of my works, despite your current denial. Truth is, I have helped the company increase its revenue and solidify its good reputation in the IT world, among others. More analytically, please allow me to remind you of the following:   
Ever since I have started working as a Network System Administrator in this company, I have mastered the skills that were required for the position I was initially hired for. In detail, I have excelled in:   
- Network Designing and Planning;   
- Network Set up;   
- Network Expansion and Maintenance;   
- Creative Problem solving   
The aforementioned skills have made me very competent and effective in everything related to network administration, which in turns have been a significant factor for my current expertise in Network Communications Protocol.   
Within the passage of years, I seized the opportunity to enhance the acquired skills by trying to keep up to date. I have been attending every seminar or workshop that was available either within the company’s premises or outside it, conducted by the company itself or other commissions. As a result, I have acquired skills to help me successfully handle very strenuous situations, due to enhanced knowledge and leadership qualities. At the time when our servers and workstations were continuously going down -due to some inner system error I have identified and helped restore- I was the only one in my division to have stayed calm and work this difficult situation through. Undoubtedly, my professional behavior has benefited the company.   
However, that is only part of what I have achieved, as I have managed to deliver excellent results as a Senior Network System Administrator too, since I have been performing those duties during the long absence of the current Senior Network System Administrator, due to his unfortunate health condition.   
My ability to be working excellently within a team as well as my organization skills also give me the privilege of being fully capable of managing a team of people working with me and for me, without provoking unwanted situations within the working environment. On top of that, I have helped in resolving numerous disputes and rivals among colleagues and achieved more balanced relationships between employees and the upper divisions of this company. I am sure you remember the recent unpleasant situation that had been developed between the members of the working union and the director of this company, as I am also sure you do recall my pacifistic involvement that finally smoothed down the tension. As you can realize, my abilities go beyond the ones you would normally expect from a Senior Network System Administrator.   
That being said, I am also a person that longs for advancement in life. I have always been a huge fan of the idiom « A rolling stone gets no moss», so it is very important to me to be able to give the best of my strengths and abilities to this company and utilize my skills’ complexity for the best of the company. I am sure you know that I have been awarded as " best employee of the year" for six consecutive years and have been ranking in the top 5 places of the employees with exceptional services provided.   
My dedication and assistance to this company is exemplary and proven via my achievements up to this very minute. More analytically, I remind you of the following:   
I am sure you are aware of the fact that my responsibilities have grown significantly since I was hired 12 years ago, and I believe that this fact and the quality of my work also warrant a raise. I feel due to my acknowledged ability in the areas I have previously mentioned, I am seeking a promotion so that I can may be of further assistance to this company. I believe my achievements speak for my dedication to this company and I am ready to move up and with this opportunity and excel beyond your expectations.   
Among a Senior Network System Administrator duties and responsibilities is to provide project management for systems-related projects, which is a section I can be extremely useful to the firm. Given the latest great projects that our company has taken over, that needed to be delivered in a timely manner, I have proven myself all the way. What is more, part of a the current Senior Network System Administrator’s responsibilities, in the recent $1k project coming from the collaboration with the known international IT corporation, was to assist in the hiring process, as the company was in need of some extra programmers and program analysts. Given the late absence of the current Senior Network System Administrator, I was the next in line to proceed with the hiring process. I have proven to be a very good judge of characters and recognize the true potentials of a new employee.   
Time management is an additional and extremely important benefit required in the particular position. I have been prompt in my arrivals at the working place and in fact, I was among the first to sit in my desk, set a daily plan, pick the phone and start working with excessive zeal. There were times when the workload was more and I had to work longer hours in order to deliver the results my supervisor and I had set at the beginning of each month. Apart from my dedication to the company and the seriousness of my actions while I am working, the particular behavior also demonstrates a person with willingness to work hard and become the best.   
I have left an important ability a Senior Network System Administrator needs to have, for last. A company’s prosperity lies in successful employee motivation. Having a person that can achieve positive employee motivation in the business’ workplace via effective management is a skill that cannot be overlooked. I am more than confident that I can foster high employee morale within the premises of the business and meet the challenging task of keeping employees positively motivated, following the company’s overall supportive strategy and draw forth the best of what each employer has to offer. Having a satisfied employer working for you and giving them reasons to feel appreciated is a highly sought after situation among all businesses as it is well known that highly motivated people within the workplace make the best employees. This is a skill I have learnt to master during my studies and my social interactions with people. I always see the bright side of things, which is a perception I have excelled in passing on to others. The fact that I am considered as a most dear colleague among my co-employees is a sheer proof of my claims.   
Concluding, I believe that the aforementioned quality of my work alongside the skills I possess warrant an advancement. I feel due to my acknowledged ability in the areas I have previously mentioned and I am seeking a promotion so that I may be of further assistance to this company. I believe my achievements speak for my dedication to this company and make a strong case as per my request. I am ready to move up and with this opportunity and capable of excelling beyond your expectations. I trust you will finally agree that I am an asset to the company and if promoted, I will continue to grow, add experience, and help this company grow even more.

## Thank you for your kind consideration.

With All Due Respect,  (Your name)